

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Timothy Christian School (00098302)
Dates of Review: November 2 and 3, 2016

Program Year: 2017
Month of Review: October
Lead Reviewer: Deb Linderblood
Org Representative(s): Kelly Voss

Site - Level Findings: Timothy Christian School (8302)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Lunch	V-0400	SFA was using a milk substitute that only has 1 gram of protein per serving. Provided SFA with list of milks that are allowable.	State your intentions to use an allowable milk substitute for students who cannot drink cow's milk.	
1400 - Food Safety	V-1400	SFA's Food Safety Plan has not been reviewed/revised since 2010. The Food Safety Plan does not contain a SOP for cleaning and disinfecting body fluid spills.	Attach a plan with a projected timeline for reviewing/revising the Food Safety Plan. Attach a SOP for cleaning and disinfecting body fluid spills.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
	V-0700	The SFA does not confirm that vendors have not been debarred or suspended under USDA.	Send the SA a copy of one debarment statement obtained from a vendor.	
	V-0700	The SFA does not have a completed written Procurement Plan.	Complete and attach your Procurement plan using the SA's template. Listen to the SA's Procurement webinars and attach the certificate for each webinar (4) that the SFA listened to.	
	V-0700	The SFA does not have written standards of conduct that include the following language: -covers conflicts of interest and governing the actions of its employees that select, award and administer contracts -Officers, employees and agents of the SFA may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub contracts - Must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the SFA.	Attach a copy of your Code of conduct policy that you will implement.	

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800 - Civil Rights	V-0800	Three individuals who have a role in nutrition services and have not completed Civil Rights training in SY 2016-2017	Complete Civil Rights training for the identified individuals. Attach documentation showing the name of the training, the date/time and have each participant sign that they have completed the training.	
1000 - Local School Wellness Policy	V-1000	Currently the SFA does not include any students in reviewing and updating the wellness policy. TA provided on who needs to be involved in the Wellness Committee.	Submit a plan on how the district plans on inviting all of the required stakeholders to participate in the development, review and implementation of the policy.	
1000 - Local School Wellness Policy	V-1000	The SFA has not completed an assessment of their local school wellness policy.	Submit a timeline and plan for when the school will assess the implementation of the Local School Wellness Policy. Attach a copy of a completed assessment. Submit the district's plan on how it will make the assessment on the implementation of the Local School Wellness Policy available to the public.	
1200 - Professional Standards	V-1200	Parent volunteers who assist in the kitchen with serving, dishes and cleanup do not have any food safety training. The Determining Official/Authorized Representative, Wellness Contact and the individual who is the back-up for the determining official does not have documentation of having any training in SY15-16 or the start of SY16-17.	State your intentions to begin to provide basic food safety training to parent volunteers who work in the kitchen. Attach a copy of the document you will have them read and sign so that you have documentation that training was completed. State your plan for how the following individuals will receive training relevant to their job duties: Determining Official: needs 4 hours of training per year Backup for Determining Official: needs training relevant to her job as back up person for determining eligibility, meal counting and claiming. Confirming Official/Wellness Contact: needs training relevant to her job as confirming official and wellness contact.	
Resource Mgt Comprehensive Review	V-RMCRF	The SFA has not completed the Financial Report on IowaCNP for SY 2015-2016 which will provide them with the figures they need to stay in compliance with monitoring their 3 month net cash resource balance.	Complete the Financial Report on IowaCNP. State your intentions to complete this report each year prior to November 1st.	

Org - Level Technical Assistance

Area	Question	Comments
		TA provided that there will be a day long course on Procurement on June 21, 2017 in Ames. Instructed SFA on where to find the debarment statement. Explained to SFA that they should have this form signed by the vendors they use through AEA purchasing and their milk vendor. Provided a sample Code of Conduct policy to SFA. Provided a written document explaining step by step how to complete the SA's Procurement Plan template. Worked with SFA to determine their procurement thresholds. TA provided that the SFA should have a signed agreement yearly with AEA purchasing group. If the SFA has not received one, they should contact AEA and request that it be sent. TA provided that the SFA should be getting monthly/weekly prices from AEA purchasing for items on the

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		Market Basket. TA provided that in addition to making sure they got the correct products delivered that they ordered, SFA should ensure that the prices on the invoice match the price which was on the confirmation order page that is generated once the order is placed. TA provided that SFA should request that pricing updates be sent to them if they are not currently receiving. Sent SFA a 3 Bids and a Buy form to use when getting quotes. Advised that they should have written specifications when asking for milk quotes and explained that there procurement of milk would be a small purchase since they put it out for bid.
100 - Certification and Benefit Issuance	103 At the beginning of the school year, how is benefit status handled for children who have not submitted an application for the current school year?	TA provided that carry-over of benefits is for 30 operating days.
100 - Certification and Benefit Issuance	119 Does the benefit issuance document indicate the date the eligibility status changes were made?	TA provided that if the SFA has a student that changes benefit status part-way through the month then this student needs to be entered a second time on the excel spreadsheet with the code for their new benefit status so that meals are claimed at the correct status. So far this SY the SFA has not had any students that changed status so no overclaim.
100 - Certification and Benefit Issuance	130 Does the direct certification list utilized by the SFA:	SFA uses elookup and was downloading students found to the cart but did not print off the part of the spreadsheet that documents if the student is directly certified through Food Assistance, FIP or Foster Care. Informed secretary that she needs this information for completing the Verification Report. Showed secretary the entire spreadsheet and how to print entire document.
1000 - Local School Wellness Policy	1000 Provide a copy or appropriate web address of the current Local School Wellness Policy.	TA provided on strengthening the SFA's wellness policy. Instructed SFA on where to find sample policies. Encouraged SFA to add additional and measureable goals to the policy.
1100 - Smart Snacks	1100 What are the SFA's food sale policies? List all types of food/beverage sales to include the selling of non-food items in combination with food items.	The SFA currently does not sell competitive foods from midnight until 30 minutes after the end of the school day. TA and a handout was provided on the smart snack regulations so that the SFA is aware of the requirements should they begin to offer a la carte items, vending, etc.
1200 - Professional Standards	1208 Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.	Provided TA on Iowa's Training tracker-individual. Informed SFA that they needed to track training hours for Secretary and FS. Director. Encouraged SFA to update tracker on a quarterly basis.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	SFA was not aware they were to do SFSP outreach. TA provided and SA directed SFA to SFSP web site and also provided posters to use. SFA assured SA on-site that they would begin to do outreach for the SFSP this year.
200 - Verification	203 Describe the SFA's verification process (including SFA's verification for cause process).	SFA was signing follow-up space on the application on all applications. TA provided that this signature line is to be used to document when the required follow-up is made during the verification process if the household does not respond or provided insufficient documentation.
200 - Verification	208 a. Did the SFA attempt to directly verify selected applications?	TA provided on what direct verification is and that SFA should attempt to directly verify households who are selected for verification prior to sending the letter informing the household that they were selected for verification.
800 - Civil Rights	800 What is the non-discrimination statement that is used for appropriate Program materials (please provide exact language)?	TA provided that the USDA nondiscrimination statement has been revised. Informed secretary that the USDA and Iowa statements are available on IowaCNP under download forms. Recommended that they add the statements to their student handbook.

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800 - Civil Rights	805 How are students with special dietary needs accommodated?	SFA had documentation of students needing dietary accommodations but they were not using the Diet Modification form. Educated FS director and secretary on need to use diet modification form and the difference between a student with a disability and one without a disability.
800 - Civil Rights	809 Review program materials, do appropriate Program materials use the non-discrimination statement?	For the most part SFA uses the SA's templates for program materials. Does have USDA short statement on menus. TA provided that USDA and Iowa statement should be added to their student handbook and to their web page.

Org - Level Commendations

Description
<p>Certification and Benefit Issuance: Benefit documents, as well as all paperwork, were very well organized. The current application form and guidelines were used, elookup is used to identify students who are directly certified, cations were correctly determined. All applications were signed and dated by the household with Social Security Numbers and all applications were determined within ten days. Income was only converted to annual when there was more than one frequency of income. Access to benefit information is correctly limited. The SFA has a back-up system for benefit issuance documents via the cloud.</p>
<p>Civil Rights: The And Justice for All civil rights poster was posted in the cafeteria and annual civil rights training was provided food service staff and parent volunteers and documented. The SFA submitted the annual Public Release to local media. Students with special dietary needs are accommodated. Ethnic/racial information is collected and the form is completed. No discrimination was observed.</p>
<p>Fiscal Action: There were no findings that resulted in fiscal action.</p>
<p>Food Safety: The SFA has a district-wide written Food Safety plan that includes all required elements. The latest Health Inspection Report was posted in a publicly visible location. Temperature logs are maintained for all coolers. Good food safety procedures were observed such as using gloves, wearing hair restraints and keeping hot foods hot and cold foods cold.</p>
<p>Meal Components and Quantities: Nutrient analysis was not required. All meal components were available at the beginning of meal service on the days of observation and throughout meal service. All meals observed met at least the minimum daily requirements. A variety of entrees, fruits, and vegetables are offered throughout the month for lunch—including many fresh fruits and vegetables. Water was available as required. Two types of milk are offered. Many low fat and low sodium food items were observed in storage. Students had sufficient of time to eat after receiving meals. Production sheets are completed on a daily basis by the Food Service Director.</p>
<p>Meal Counting and Claiming: Meal counts during the on-site review were reasonable when compared to the review month counts. Roster meal counts and filed claims appear accurate. No overt identification of students who receive benefits was observed. Food Production Records were on file for all meals claimed for reimbursement for the review period. Edit checks are performed each month.</p>
<p>Offer vs. Serve: Offer vs. Serve is being implemented properly. All student's observed selected 1/2 cup of fruit and/or vegetable. There is signage explaining what constitutes a reimbursable meal including the requirement to select at least 1/2 cup of fruit or vegetable at lunch.</p>
<p>Procurement: The SFA has the start of a written Procurement Plan that includes their local thresholds. The SFA participates in the IAEA purchasing group. Food deliveries are checked against the order to ensure that items ordered are received.</p>
<p>Professional Standards: Professional standards training requirements are being met by the Food Service Director. She completed 24 hours of training in School Year 2014-15 and 18 hours of training in School Year 2015-16.</p>
<p>Reporting and Record Keeping: All records are maintained for at least three years plus the current year. Records are kept in an orderly fashion.</p>
<p>Resource Management: All expenditures that were reviewed appeared allowable. The SFA has a separate financial account for the nonprofit school food service, and net cash resources do not exceed three operating month's expenses. The Paid Lunch Equity, PLE, tool was completed and prices were increased as required. No indirect costs are charged the food service program. Money is not transferred out of the account to support other programs. The SFA effectively utilizes its USDA entitlement for commodities. All records are maintained for at least three years plus the current year</p>
<p>Verification: The correct number of applications were verified. The application selected for verification was confirmed prior to verification. The SFA had one person participate in verification training. The verification report was completed accurately and on time in School Year 2015-16.</p>
<p>Water: Free potable water is available to all students at the lunch meal.</p>

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Wellness Policy: The SFA's Wellness Policy is available on their web site. Parents participate in reviewing and revising the policy.